



Foreign Affairs Manual

5 FAM – INFORMATION MANAGEMENT

Change Transmittal: IM-121

Date: October 14, 2011

5 FAM 760 CLASSIFICATION OF WEB BASED DOCUMENTS

Changes

1. This Change Transmittal issues the new section 5 FAM 763, Handling Protected Information in the Information Sharing Environment (ISE):
 - It states that An Information Sharing Environment (ISE) has been created by Executive Order 13388 and Congressional statute to promote and improve the sharing of terrorism-related information.
 - The ISE Privacy Guidelines require U.S. Government departments and agencies to designate an "ISE Privacy Official" to directly oversee implementation of the Guidelines.
 - The policy sets forth the ISE Privacy Protection Policy for the Department of State and governs how the Department disseminates protected information within the ISE
 - It Identifies protected Information to be shared through the ISE
 - It has definitions of terms such as Definitions Breach, Civil liberties, Data security etc.
 - It states responsibilities for the various officials, offices and agencies
 - It outlines Data Security
2. If this issuance changed less than half the words, we formatted the changed text in *dark magenta italic*. If this issuance changed more than half the words, we did not use *dark magenta italic*. The CT line in each section shows when that section last changed.
3. Officers are reminded that Department-issued materials not codified in the Foreign Affairs Manual or its supplemental Foreign Affairs Handbook series generally have no regulatory validity (see 2 FAM 1111.1).
4. The office responsible for the material in this subchapter is IRM/BMP/GRP/GP. Please direct questions concerning content substance

and interpretation to this office. Administrative questions on the Foreign Affairs Manual or Handbooks can be directed to A/GIS/DIR, Office of Directives Management.

Filing Instructions (Paper Copies)

1. Remove and discard the old 5 FAM 760 (CT:IM-112; 02-01-2011) and insert the new 5 FAM 760 (CT:IM-121, 10-14-2011).
2. After inserting the material in the binder, insert this change transmittal letter immediately following the CT Checklist, then fill in the entry line for CT: IM-121 and initial.

Distribution Notice

1. The Foreign Affairs Manual and Handbooks (unclassified) official version can be found on the State Department's Intranet site.
2. All posts and offices keeping paper versions of the Foreign Affairs Manual are responsible for maintaining the FAM on a current basis (see 2 FAM 1116.5).
3. Use **KFAM** and **AINF** TAGS on **all** communications on FAM/FAH issues.